

Small Business Recovery Toolkit

**How California Small Businesses (SB) and Disabled
Veteran Business Enterprises (DVBE) Can Identify
and Compete for American Recovery and
Reinvestment Act (ARRA) Funded Projects**

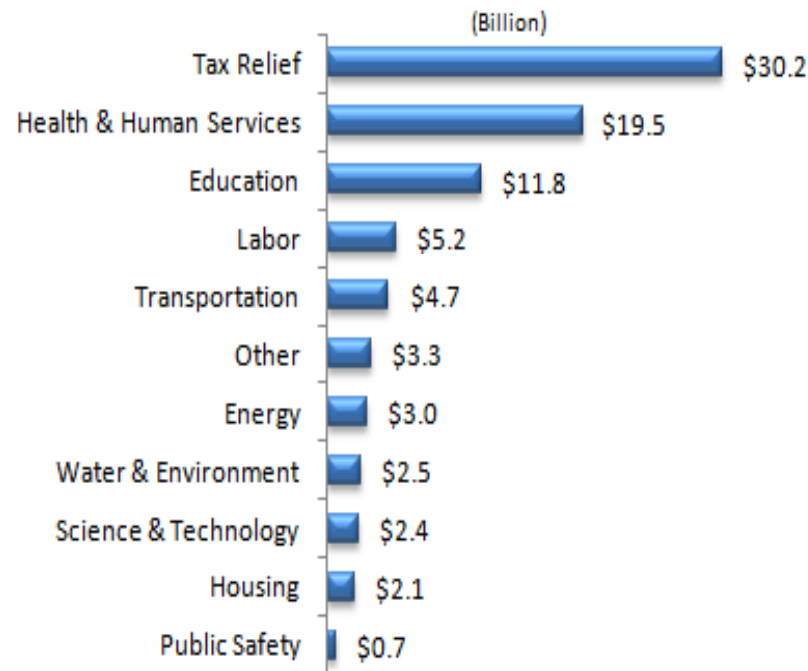
Brought to you by the Governor's Recovery Task Force and the Office of the Small Business Advocate

What The Toolkit Can Do For You

1. Provides resources to Small Businesses (SB) and Disabled Veteran Business Enterprises (DVBE) on how to locate, apply and compete for federal, state, and municipal recovery projects.
2. Provides general assistance and all the necessary contacts to get specific questions answered regarding recovery projects.

Facts About the Recovery Effort

\$85 Billion in Benefits to California (est.)



California will receive the most ARRA funds of any state.

Facts About the Recovery Effort

Who receives American Recovery and Reinvestment Act (ARRA) funds?

State and federal government distributes ARRA funds:

- To individuals and business through tax relief;
- To businesses through contracting and sub-contracting opportunities;
- To community-based and non-profit organizations to support community programs;
- To local governments for priorities such as public housing repairs, economic development , and green retrofitting;
- To state government for various programs including energy and education initiatives.

How Recovery Projects Work

- The Federal Stimulus program increases some existing federal government programs significantly. Most of the new one-time money must be spent by the end of 2010.
- Discovering “where the money is” requires knowing where it’s been historically. Most of the funding is coming through big federal agencies such as Departments of Defense, Homeland Security, Labor, etc.

How Recovery Projects Work

There are three layers of government with stimulus dollars to spend.

- The first level is the federal government and it filters down from there.
- State agencies - federal dollars have been granted or contracted to a state agency where direct contracting opportunities available may be available.
- Local agencies - federal or state departments partner with local government(s) to achieve their goals.

The first challenge is finding agencies with the money to solicit bids to fulfill the mandates of the Recovery Act.

How to Use This Toolkit

*Follow the three steps to participate
in ARRA business opportunities*

Step One – Get Certified: Explains the levels of SB/DVBE certification (federal, state and local), benefits of certification, and website links to get certified.

Step Two – Locate Contracts: Shows how to locate open recovery contracts, including website links to search for contracts in your region that involve your industry.

Step Three – Compete Successfully: Lays out strategies for successfully competing for government contracts, with website links to additional resources.

Step One: Get Certified as a SB and/or DVBE

The Benefits of Federal, State,
and Local Certification, and Links
to Certification Resources

Get Certified

State Certification Benefits

- Getting certified as a small business and/or DVBE with the State Department of General Services (DGS) offers benefits to increase your chances of receiving government contracts, and increases a small business's and a DVBE's visibility to state purchasers.
- Certified small businesses and DVBEs expand their business networking opportunities by being automatically listed in the state's online Certified Firm and Application Status Search used by state procurement officials.
- Get certified with the state for free in less than 20 minutes at:
<http://www.pd.dgs.ca.gov/smbus/getcertified.htm>

Get Certified

State Certification Benefits

Upon meeting eligibility requirements, certified SBs are entitled to the following:

- A 5% bid preference on applicable state solicitations
- Participating in a streamlined process known as the "**SB/DVBE Option**" whereby state agencies may contract directly and only with California certified small businesses or DVBEs for goods, services, information technology, and public works projects.
- Benefiting from the provisions of the Prompt Payment Act, which requires that the state pay a certified small business higher interest penalties for late payment of an undisputed invoice.

Get Certified

State Certification Benefits

- The DGS Procurement Division charges state and local agencies an administrative fee when contracting with a California Multiple Award Schedules (CMAS) vendor. As an incentive, the fee is waived if the CMAS vendor is a certified small business.
- As an incentive, a non-small business prime contractor who uses certified small business subcontractors for at least 25% of its net bid price is eligible for a bid preference of 5% of the lowest responsible bid when competing against another non-small business.
- When applying bidder preferences in which non-small business bidders may be eligible, certified small business bidders have precedence over non-small business bidders.
- As a certified small business you are eligible for the state's small business participation program. The program set a 25% small business participation goal based on the state's overall annual contract dollars.

Get Certified

Federal Certification Benefits

- To do business with the Federal government and to be certified under the Small Business Administration's (SBA) 8(a) Program, you must register in the federal government's Central Contractor Registration (CCR) database, and complete the Small Business Supplemental Page within CCR.
- As a government-wide single point of vendor registration, CCR is the **only** avenue for small businesses , DVBEs and federally designated Disadvantaged Business Enterprises (DBE) to access the Federal procurement process.
- Registered online for free with the federal government at:
<https://www.bpn.gov/ccr/default.aspx>

Get Certified

Municipal and Local Certification

- Many cities and counties also maintain or recognize various certification programs to the advantage of small businesses. To find out about program availability, eligibility requirements, and potential benefits, contact that jurisdiction directly. Ask to speak to the procurement or purchasing division.
- Your Small Business Development Center (SBDC) should also be able to help you discover your options with local agencies.
- A list of SBDC offices can be found here:
<http://www.calbusiness.ca.gov/cedpgybsbdc.asp>

Step Two: Locate Projects

State, Federal and Private Sector
Resources To Help Locate
Recovery Projects

Locate Projects

There are several online databases to locate potential contracts and **use all of them** for the most comprehensive results.

- State Resource: In addition to the main state web site, recovery.ca.gov, use eprocure.dgs.ca.gov
 - Allows you to search through the state database for open solicitations in your industry and region, as well as to register for email alerts about upcoming contracts and sub-contracting opportunities.
- Federal Resource: FedBizOpps.gov
 - Allows you to search through the federal database for open solicitations in your industry and region, as well as to register for email alerts about upcoming contracts.
- Private Sector Resources: Recovery.org
 - Allows you to search for all federal, state and municipal recovery projects in your area and provides detailed contact information for individual contracts.

Locate Projects

State Database - eProcurement

- The California State Contracts Registry (CSCR) allows you to find state funded recovery projects by using the key-words “Recovery Act Funded” in the database search function.
- You can also register to receive email alerts for all upcoming state procurement contracts, including recovery projects.
- To access the state’s online database of contracts, visit:
<http://www.eprocure.dgs.ca.gov/default.htm>

Locate Projects

State Database - eProcurement

Access *eProcurement* and use the search term “*Recovery Act Funded,*” as shown below:

The screenshot shows the BIDSYNC website interface. The header includes the BIDSYNC logo (powered by RFP Depot) and a 'Secure Log In' button. A navigation bar contains links: home, government purchasing, B2B purchasing, suppliers, supplier directory, agency list, bid search, and contact. The main section is titled 'Bid Search'. On the left, under 'Current Bids for State of California', there is a search form. The search term 'recovery act funded' is entered in the search box, which is circled in red. Below the search box are radio buttons for 'Title & Description' (selected) and 'Bid Number'. There are also dropdown menus for 'California' and 'State of California', and a 'Clear' link. On the right, a table lists current bids.

BID	DESCRIPTION	AGENCY	LOC	TIME LEFT
09-339604	Cold plane asphalt pavement and place HMA (open...	State of California	CA	6 days, 22 hrs
11-080104	TO CONSTRUCT A 4-LANE HIGHWAY	State of California	CA	14 days, 22 hrs
ARB NO. 09-4...	Gen-Set Switch Locomotives - South Coast Air Basin...	State of California	CA	19 days, 0 hrs
07-266704	Widen roadway from three to four lanes and install...	State of California	CA	21 days, 23 hrs

Locate Projects

State Resources – eProcurement

eProcurement offers key details about recovery projects including: publication and closing dates, contract amount, contracting agency, bid contact, bid number, and construction license requirements.

BIDS SYNC
powered by RFP Depot

[forgot your password?](#)
[Secure Log In](#)

[home](#) [government purchasing](#) [B2B purchasing](#) [suppliers](#) [supplier directory](#) [agency list](#) [bid search](#) [contact](#)

[Description](#)

BID #09-339604 - COLD PLANE ASPHALT PAVEMENT AND PLACE HMA (OPEN GRADED) OVERLAY IFB

Time Left	6 days, 21 hrs
Time Started	Sep 17, 2009 2:58:49 PM PDT
Time Ends	Oct 21, 2009 2:00:00 PM PDT
Agency Information	State of California, CA (view agency's bid)
Department	Transportation, Department of (Caltrans) (view department's bids)
Bid Contact	(Please login to see contact information)
Construction License Type	A - General Engineering Contractor C-12 Earthwork and Paving Contractor

DESCRIPTION

Bid Number	09-339604
Title	Cold plane asphalt pavement and place HMA (open graded) overlay
Expected Expenditure	\$2,110,000.00
Standard Disclaimer	The State of California advises that prospective bidders periodically check the websites, including but not limited to Bidsync, and/or other state department links for modifications to bid documents. The State of California is not responsible for a prospective bidder's misunderstanding of the bid solicitation or nonresponsive bid due to failure to check these websites for updates or amendments to bid documents, and/or other information regarding the bid solicitations. Failure to periodically check these websites will be at the bidder's sole risk.
	The information published and/or responded to on these websites is public information. Confidential questions/issues/concerns should be directed to the contact on the ad.
Description	"Recovery Act Funded"

Locate Projects

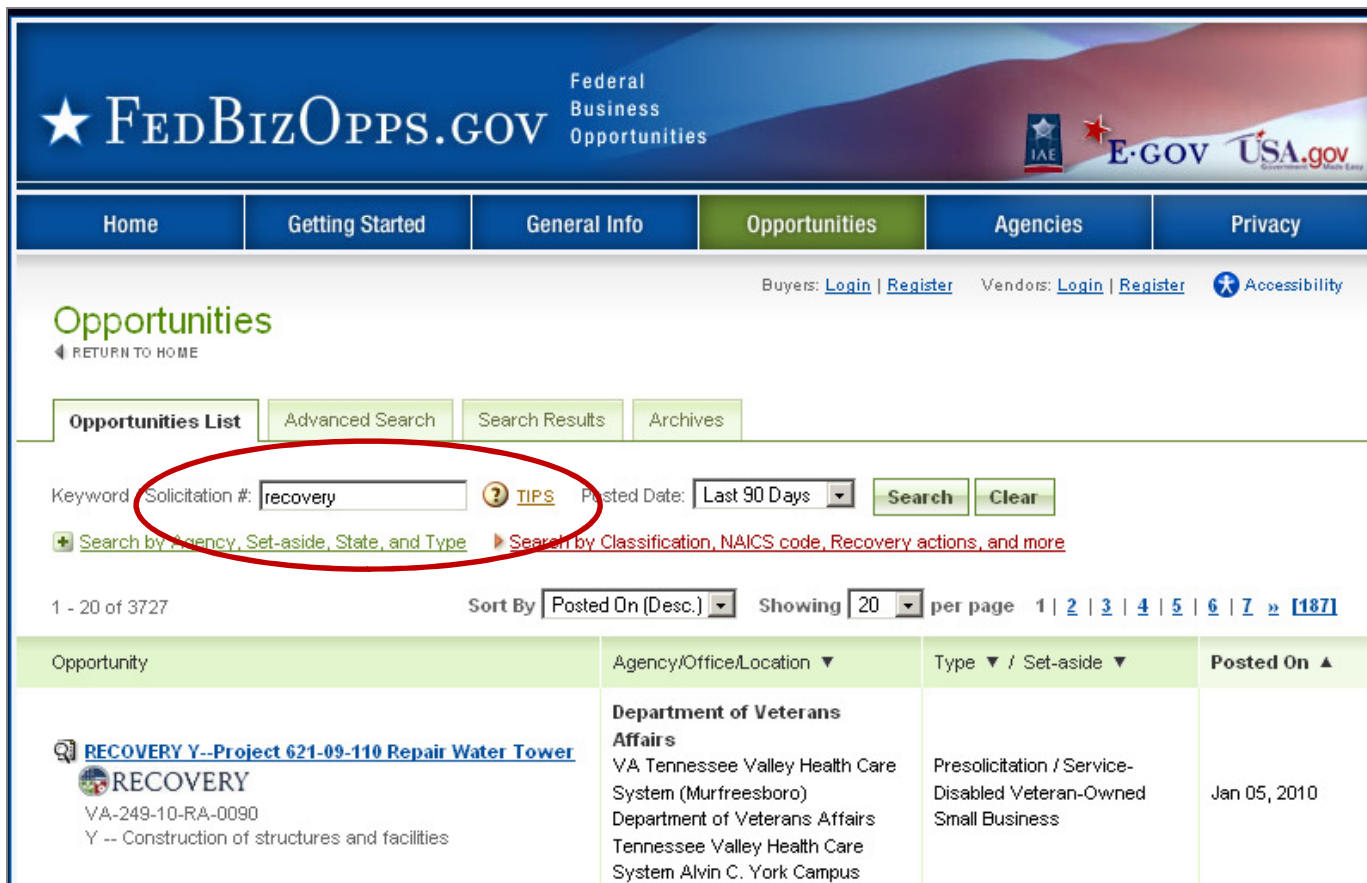
Federal Resources – FedBizOpps.com

- Federal Business Opportunities (FedBizOpps) is the single federal government point-of-entry for Federal government procurement opportunities over \$25,000.
- Registration with the federal government's Central Contractor Registration (CCR) database is necessary to compete for any project you find on FebBizOpps.
- To access the federal government's database of contracts, visit:
<https://www.fbo.gov/?s=main&mode=list&tab=list>

Locate Projects

Federal Resources - FedBizOpps.com

Access FedBizOpps and use the search term “Recovery” to find individual recovery projects, as shown below:




The screenshot displays the FedBizOpps.gov website interface. The header includes the site logo and navigation tabs: Home, Getting Started, General Info, Opportunities (highlighted), Agencies, and Privacy. Below the header, there are links for Buyers (Login | Register) and Vendors (Login | Register), along with an Accessibility icon.

The main content area is titled "Opportunities" and includes a "RETURN TO HOME" link. A navigation bar shows "Opportunities List" (selected), "Advanced Search", "Search Results", and "Archives".

The search section features a "Keyword / Solicitation #" input field containing the word "recovery", which is circled in red. To the right of this field is a "TIPS" icon. Further right is a "Posted Date:" dropdown menu set to "Last 90 Days". Below these are "Search" and "Clear" buttons. A link "Search by Agency, Set-aside, State, and Type" is also present, along with a link "Search by Classification, NAICS code, Recovery actions, and more".

Below the search section, it indicates "1 - 20 of 3727" results. The "Sort By" dropdown is set to "Posted On (Desc.)", and the "Showing" dropdown is set to "20" per page. A pagination bar shows links for 1, 2, 3, 4, 5, 6, 7, and a total of 187 pages.

The results are displayed in a table with the following columns: Opportunity, Agency/Office/Location, Type / Set-aside, and Posted On.

Opportunity	Agency/Office/Location	Type / Set-aside	Posted On
 RECOVERY Y--Project 621-09-110 Repair Water Tower VA-249-10-RA-0090 Y -- Construction of structures and facilities	Department of Veterans Affairs VA Tennessee Valley Health Care System (Murfreesboro) Department of Veterans Affairs Tennessee Valley Health Care System Alvin C. York Campus	Presolicitation / Service-Disabled Veteran-Owned Small Business	Jan 05, 2010

Locate Projects

Federal Resources - FedBizOpps.com

FedBizOpps offers key details about recovery projects including: publication and closing dates, contract amount, contracting agency, bid contact, bid number, and construction license requirements.

The screenshot shows the FedBizOpps.gov website interface. The header includes the site logo and navigation tabs: Home, Getting Started, General Info, Opportunities (selected), Agencies, and Privacy. Below the header, there are links for Buyers and Vendors to login or register, and an Accessibility link. The main content area is titled 'Opportunities' and includes a 'RETURN TO OPPORTUNITIES' link. A search bar is present with buttons for 'Opportunities List', 'Advanced Search', 'Search Results' (selected), and 'Archives'. A warning message states: 'Please note, there may be opportunities FBO did not recognize by this search. The results returned are based on agency input. If for any reason the submitting agency did not enter the Place of Performance location information, the system will not return that opportunity in the results.' Below this, there are buttons for 'Refine Results' and 'Clear Search'. The search results are displayed in a table with columns: Opportunity, Agency/Office/Location, Type / Set-aside, and Posted On. The first result is circled in red and reads: 'RECOVERY--Y--PROJECT NUMBER 074740, Santa Maria Levees, CA - South Levee Improvements, Reach 3 (Suey Crossing Bridge to Bradley Canyon Confluence)'. Below the title, it says 'RECOVERY', 'W9124E-10-B-0002', and 'Y -- Construction of structures and facilities'. The agency is 'Department of the Army, U.S. Army Corps of Engineers, USACE District, Los Angeles'. The type is 'Solicitation (Modified)' and the posted date is 'Dec 29, 2009'.

Opportunity	Agency/Office/Location	Type / Set-aside	Posted On
RECOVERY--Y--PROJECT NUMBER 074740, Santa Maria Levees, CA - South Levee Improvements, Reach 3 (Suey Crossing Bridge to Bradley Canyon Confluence) RECOVERY W9124E-10-B-0002 Y -- Construction of structures and facilities	Department of the Army U.S. Army Corps of Engineers USACE District, Los Angeles	Solicitation (Modified)	Dec 29, 2009

Locate Projects

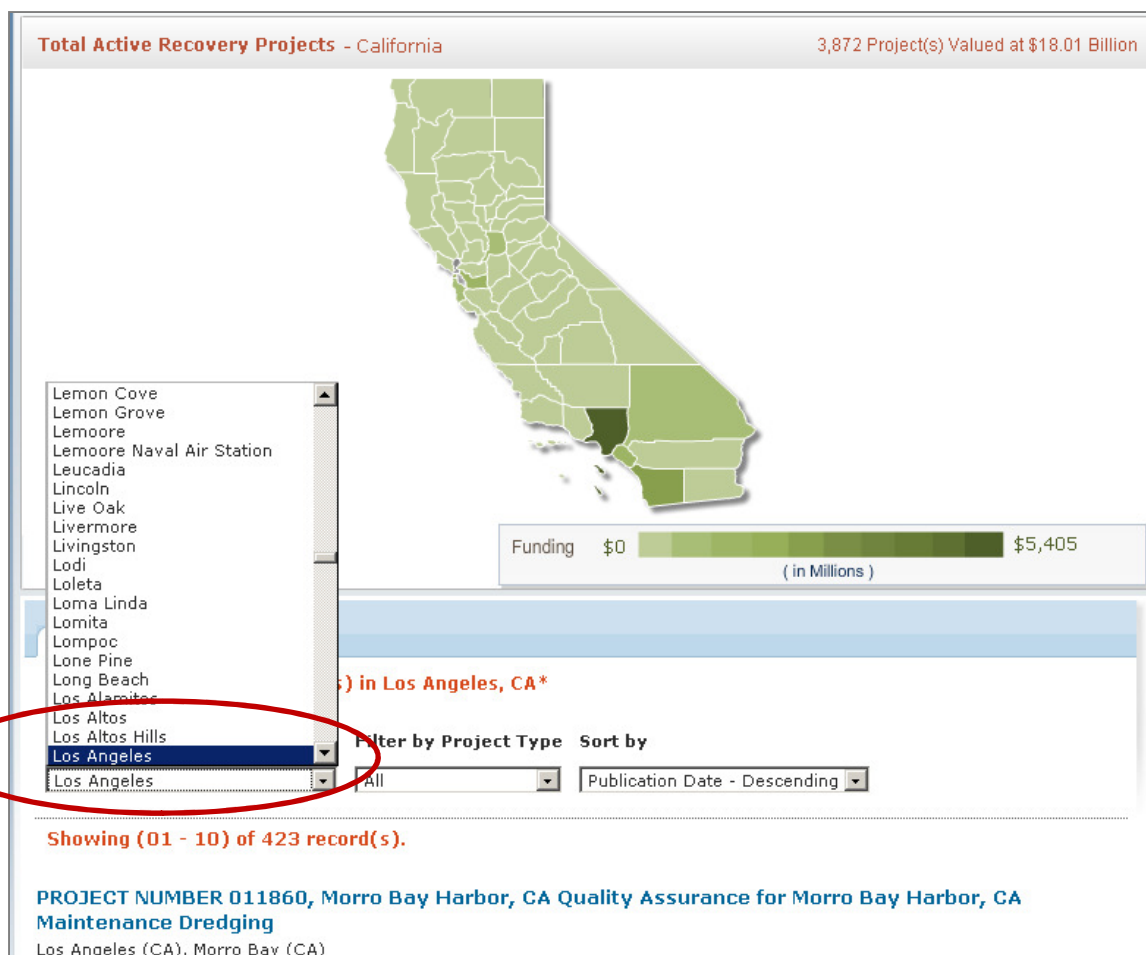
Private Sector Resources – Recovery.org

- The private sector also offers resources to help small businesses find recovery contracts.
- A very comprehensive website is: www.recovery.org.
- This website allows users to search for **federal, state, and local** recovery contracts and provides detailed information including: publication and closing dates, contract amount, contracting agency, bid number, and contact.

Locate Projects

Private Sector Resources – Recovery.org

Access Recovery.org and search for recovery contracts in your area by clicking on your respective county, as shown below:




Locate Projects

Private Sector Resources – Recovery.org

Recovery.org offers key details about recovery projects including: publication and closing dates, contract amount, contracting agency, bid number, and contact info for the contracting agent.

RFP: Smart Grid Systems \$120,560,000

Project Type:	RFP
Project Owner:	Los Angeles Department of Water and Power
Location:	California, United States, Los Angeles (CA), Los Angeles (CA), 90001
Estimated Value:	\$120,560,000
Estimated Jobs:	N/A - Congressional Budget Office As compared with 1314 - White House Council of Economic Advisors
Category:	A/E - Power Generation, Power Generation, Utilities, Cogeneration Plant, Transmission, IT - Computer Hardware, IT - Computer Software, Energy Audit / Consulting, IT - Network Consulting
Market Sector:	State/Municipal
Publication Date:	12/21/2009
Description:	<p>FEDERAL ECONOMIC RECOVERY SPENDING. HQ State: CA HQ City: Los Angeles Name of Primary Awardee: Los Angeles Department of Water and Power Project Title and Brief Project Description: Los Angeles Department of Water and Power Smart Grid Regional Demonstration Project - In partnership with a consortium of local research institutions, deploy smart grid systems at partners' university campus properties and technology transfer laboratories. The demonstration projects will also include gathering da...</p> <p>Read More</p>



Map

Vote on this Project

Here is what 3 people think:
100.0% - Worthwhile (3 Votes)
1 - Energy Efficiency
1 - Environmental
1 - Long-Term Value
0 - Short-Term Value
0.0% - Unnecessary (0 Vote)
0 - Fraud/Abuse

Step Three: What Now?

You have obtained the necessary certifications, located the projects and now it's time to go get those contracts.

What Now?

Talk to the People Who Know

The Office of the Small Business Advocate (OSBA) encourages small businesses and DVBES to speak directly with the contract administrator for each contract. In addition, if you are competing for a **state** contract:

- Contact the DGS, Procurement Outreach Division:
<http://www.pd.dgs.ca.gov/default.htm>
- Contact the SB/DVBE Advocate at the agency soliciting bids for the contract you have identified. A list of all state agency advocates can be found here: <http://www.pd.dgs.ca.gov/smbus/sbainternet.htm>
- Contact a Small Business Development Center (SBDC) in your area. A list of SBDC offices can be found here:
<http://www.calbusiness.ca.gov/cedpgybsbdc.asp>

What Now?

Talk to the People Who Know

If you are competing for a **federal** contract:

- Contact the federal Office of Small and Disadvantaged Business Utilization (OSDBU) representative at the agency soliciting bids for the contract you identified. A list of OSDBU representatives can be found here: <http://www.osdbu.gov/offices.html>
- Contact your Small Business Administration (SBA) district office. A list of regional SBA offices can be found here: <http://www.sba.gov/localresources/district/ca/>
- Contact the Federal Technology Centers (FTC) for assistance with federal procurement expertise: <http://www.theftc.org>
- Contact a Small Business Development Center (SBDC) in your area. A list of SBDC offices can be found here: <http://www.calbusiness.ca.gov/cedpgybsbdc.asp>

What Now?

Talk to the People Who Know

If you are competing for a **local or municipal** contract:

- Contact the procurement or purchasing department. This may require internet research and persistence.
- Contact a Small Business Development Center (SBDC) in your area. They can help you find the right person to talk to and much more. A list of SBDC offices can be found here:
<http://www.calbusiness.ca.gov/cedpgybsbdc.asp>

Things to Consider

In order to win a Recovery Act contract, consider all of the following:

- You will likely require bonding. The SBA offers a bond guarantee program. For assistance, contact your district SBA office.
- You may require additional financing. Your district SBA office can help.
 - A list of district SBA offices can be found here:
<http://www.sba.gov/localresources/district/ca/>
- You may consider teaming with companies that have won previous contracts or that have greater capacity. Your local Small Business Development Center (SBDC) may be able to help you locate partners to team with and increase your chances for success.
 - A list of SBDC offices can be found here:
<http://www.calbusiness.ca.gov/cedpgybsbdc.asp>

Things to Consider

A significant amount on opportunities may come from sub-contracting:

- Sub-contracting occurs when a company wins a recovery contract and then sub-contracts out certain portions of the project to other businesses.
- SBs and DVBES can find sub-contracting opportunities and also place ads products and services to potential prime contractors on the state's Contract Registry.
- This **no fee** service can be found at:
www.eprocure.dgs.ca.gov/csrads

Additional Resources for Small Businesses

You are not alone - help is available.

California Small Business Development Centers (SBDC)

- California's regional SBDC programs are a collaboration between the United States SBA and the state's community colleges. The programs leverage local, state, and federal dollars to strengthen small business and thus, positively impact the state's economy.
- The SBDCs facilitate the success of small businesses and DVBES through business management counseling and training, resulting in the creation and retention of more jobs, increases in sales and profits, new business starts and more. **And it's all free.**
- Find an SBDC office in your area:
<http://www.calbusiness.ca.gov/cedpgybsbdc.asp> (See map on next page)

California Small Business Development Centers



Additional Resources

Learn more about these programs and how they can help your business:

- SBA's 8(a) Business Development Program provides services to help small, disadvantaged businesses gain access to the federal procurement market.
- SBA's HUBZone Program helps small businesses in urban and rural communities gain preferential access to federal procurement opportunities. Preferences go to SBs that obtain HUBZone certification in part by employing staff who live in a HUBZone. The company must also maintain a "principal office" in one of these specially designated areas.
- WomenBiz.gov and SBA's Contract Assistance for Women Business Owners guide provides information on how SBA works with federal agencies to help open up contracting opportunities for women-owned small businesses.
- The Federal Technology Centers specialize in helping businesses prepare for and find business opportunities with the federal government.

Additional Resources

- VetBiz.gov and SBA's Veterans and Service-Disabled Veterans Guide provides program information to assist veteran-owned businesses compete for federal contracting opportunities.
- SBA's 7(a) and 504 recovery programs allow for reducing fees, increasing guarantee limits, and providing refinancing opportunities. In addition, SBA helps facilitate access to capital by making its programs available to more SBs by expanding eligibility criteria, developing relationships with lenders, and working to return inactive lenders to SBA's lending network.
- SBA's Surety Bonds provide insurance that contract work will be performed for the issuers of contracts. Payment and performance bonds are required for general contractors on all Federal government construction projects \$100,000. The Recovery Act gave the SBA the opportunity to temporarily increase the contract ceiling in place for its Guaranteed Surety Bond program to help SBs compete for contracts up to \$5 million – and in some cases \$10 million.